Job Opportunity
State Controller's Office

Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Staff Services Analyst/ Associate Governmental Program Analyst
Position #:	051-221-5157-XXX 051-221-5393-131
Salary Range	$2817-$4446 $4400-$5348
Issue Date:	October 20, 2008
Contact:	Julie Soto (916)375-6066
Location:	Personnel Payroll Services Division, 21st Century Project 710 Riverpoint Ct., Suite 150 West Sacramento, CA 95605
Final Filing Date:	(Statewide) October 31, 2008

Applications:
Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:
State Controller's Office
Personnel Payroll Services Division
21st Century Project
ATTN: Julie Soto
710 Riverpoint Ct. Suite 150
West Sacramento, CA 95605

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:
Under the general direction of a Staff Services Manger I in the 21st Century Project, the incumbent performs a broad range of consultative and analytical tasks associated with the design, development and implementation of a Human Resources/Payroll System to replace the state's current legacy systems. The incumbent will be expected to work independently or as a team member, and will provide consultative services to department and division management. Specific duties include, but will not be limited to the following:

DUTIES WILL COMMENSURATE WITH LEVEL HIRED
Duties and Responsibilities: (Candidates must perform the following essential functions with or without reasonable accommodations)
- Perform typical system development life cycle tasks including business process reengineering, fit/gap analysis, design and implementation of the new HR/Payroll System. Work with Information Technology staff during the system development life cycle. Develop acceptance testing plans and cases, and conduct user acceptance testing. Maintain and monitor the systems to ensure accuracy. Analyze law or policy changes to determine their impact on business requirements and rules.
- Work with departments and control agencies to determine needs, gather information and negotiate agreements. Identify issues, develop alternative solutions and make recommendations. Develop forms and written procedures, and assist with the development of training materials. Develop and make presentations to small groups.
- Meet with various State officials to negotiate law, rules, and policy changes, advice of changes and handle sensitive problems.
- Represent the State Controller's Office on various functional focus groups, task forces comprised of departmental, control agency, campus and labor union representatives.
- Perform a variety of administrative tasks in support of the project (e.g., development of budgets, forecasts, business plans, cost estimates and other related financial reports for the project.).
- Desirable Qualifications:
    - Experience in or knowledge of the state's human resources functions (e.g. personnel, payroll, position management, benefits, timekeeping, etc.)
    - Experience in or knowledge of systems development and implementation
    - Excellent communication skills, organization skills with attention to detail and knowledge of project work
    - Ability to understand and learn data processing and system-oriented concepts of languages
    - Ability to work well with changing assignments and priorities